

An Overview has been created to make things easier to prepare for facilitation of the Put Me In, Coach course. Keep in mind that Learning Curve Consultants® is merely providing suggestions to help ensure maximum impact on your participants.

Section 1: About the Guide

In this section, we walk you through different components to the guide, as well as provide you with documentation that can be useful to you as you prepare for it.

- *Facilitation Checklist* – designed to help you prior to (and the day of) the session; highlights key elements of communication, as well as materials and room set-up.
- *Facilitator “How To”* – walks through the layout of the facilitator guide to familiarize you with the different components.
- *Facilitator Roadmap (2-Day)* – provides you with topics, timing and reference information; comments (instructions) are included where needed.
- *Facilitator Roadmap (1-Day)* – alternate timing provided for those who cannot allocate the full two days to *Put Me In, Coach*.
- *Email Templates* – provided to assist you with communication to participants prior to the session.

Section 2: Dodgeball Activities & Handouts

Dodgeball is the underlying experiential (ongoing) competition which runs throughout the course. There are several documents crucial to facilitating each activity to this competition. In this section, we provide you with the documents to be used.

- *Point Breakdown (Rubric)* – walks you through what point values to allocate to each activity within the competition. We recommend that you document scores for each team as you go while their performance is “fresh” on your mind. Team with the highest point value at the end wins.
- *Dodgeball Cities Overview* – provides overviews of the four cities (Alpharetta, Kennesaw, Marietta, Roswell) for the initial visioning (team charter) activity; you may want to replace these city descriptions with descriptions of cities that are aligned with your organization’s locations.
- *Dodgeball Player Overviews* – provides detailed descriptions of each dodgeball player (Coaching and Decision-Making Styles and summary descriptions); to be used after the draft activity (appropriate mix of styles) and the coaching activity (appropriate identification of styles for those players highlighted for coaching/mentoring) to determine how each team did.

Section 3: About the Guide

There are additional documents which Learning Curve Consultants® recommends you use to ensure successful facilitation.

- > *Course Evaluation* – provides targeted questions to capture participant feedback; if your organization uses its own evaluation, this is not needed.
- > *Roster Sign-in Sheet* – we recommend capturing participant details for each session; this will ensure they get credit for completion (should you track it on your Learning Management System).
- > *White Paper* – to be distributed to participants prior to their attendance as part of their pre-work.
- > *Put Me In, Coach 2-Day Agenda* – optional document to distribute to participants at the beginning of class.
- > *Put Me In, Coach 1-Day Agenda* – alternative document if you are rolling out the 1-Day version.
- > *Coaching Profiles* – nine profiles are provided for review and discussion after the completion of the BEST² Assessment™ review; our suggestion is to print 2 copies of each and distribute one or two profiles to each group/table. Ask participants to review and determine the Coaching and Decision-Making Styles of the individual in question. Foster a brief discussion to uncover the why.